

**Title: DIRECTOR OF FINANCE & ADMINISTRATION**

Salary Code: Band C  
Effective Date: 10/01/15  
FLSA Designation: Exempt

**GENERAL DESCRIPTION**

Under general direction of the Chief Operating Officer, plans, organizes, and directs all accounting, finance, and administration activities of the District, including human resources, purchasing, warehouse, automotive fleet, information systems, elections, and levying and collecting assessments. This is an "at-will management" position in which the incumbent serves at the discretion of the General Manager/General Counsel.

**EXAMPLES OF WORK PERFORMED**

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Recommends and participates in the development and implementation of District goals, objectives, priorities, and policies.
2. Formulates, directs and reviews the implementation of specific Divisional goals, objectives, priorities, and policies for diverse fiscal and administrative activities.
3. Plans, directs, and reviews the work of the Division.
4. Develops, analyzes, interprets, and administers District policies.
5. Develops and implements work and cost control standards and guidelines for the Division.
6. Renders decisions and provides general direction to staff.
7. Manages all District funds and disbursements, evaluates interest rates and economic conditions, and determines the term and placement of excess funds.
8. Plans and administers long-term revenue or debt financing.
9. Implements systems and procedures required by District policies, Federal and State statutes, and/or regulatory agencies.
10. Implements and maintains continuous audit programs for District accounts and records, including those with other agencies.
11. Develops, administers, and controls the Divisional budget.
12. Confers with other agencies and government representatives on specific and general matters.

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13. Supervises the preparation of ongoing and special studies and reports.
14. Serves as District liaison or representative on committees, commissions, task forces, or meetings.
15. Assists in the formulation and implementation of specific administrative policies and long-range plans for the District.
16. Performs other duties as required.

### **CLASSIFICATION REQUIREMENTS**

**Education and Experience:** Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Accounting, Business Administration, Finance, or a related field, **and** seven (7) years of increasingly responsible accounting, auditing, or financial management experience.

### **Knowledge of:**

- Principles and practices of accounting, auditing, budgeting, financial reporting, cost accounting, taxation, revenue, management, and supervision.
- Principles and practices of human resources and office administration.
- Principles of finance.
- Computer principles as applied to accounting and financial systems.
- Governmental accounting and budgeting.
- Statistical methods.
- Cash management and investments.
- Management principles and practices.
- Budgeting principles and practices.
- Risk management.
- The operation of computer systems and equipment.
- Using a PC.

### **LICENSE, CERTIFICATE, OR CREDENTIAL**

- Certification by the California Society of Certified Public Accountants is desirable.

### **SPECIAL REQUIREMENTS**

- Qualify for a fidelity bond.

### **WORKING CONDITIONS**

- Possess physical characteristics to perform the critical and important duties of the job. Work hours other than normal work schedule.

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### **STANDARD REQUIREMENTS**

- Possession of a valid Class C California Driver's license with a driving record acceptable to the District's automobile insurance provider is required.